

CA-PMM**Project Name:** Parole LEADS Modernization (PLM)**OCIO Project #:** 5225-103**Department:** CA Dept of Corrections & Rehabilitation**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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Reporting Period: From: To:

Team Member to Project Manager

Project Name: Parole LEADS Modernization (PLM)

OCIO Project #: 5225-103

Department: CA Dept of Corrections & Rehabilitation

Reporting Period: From: 10/1/09 To: 10/30/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes	n/a	n/a	n/a
2. Were any key milestones or deliverables rescheduled?	No	n/a	n/a	n/a
3. Was work done that was not planned?	No	n/a	n/a	n/a
4. Were there any changes to scope?	No	n/a	n/a	n/a
5. Were tasks added that were not originally estimated?	No	n/a	n/a	n/a
6. Were any tasks or milestones removed?	No	n/a	n/a	n/a
7. Were any scheduled tasks not started?	No	n/a	n/a	n/a
8. Are there any new major issues?	No	n/a	n/a	n/a
9. Are there any staffing problems?	No	n/a	n/a	n/a

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No	n/a	n/a
2. Do any key milestones or deliverables need to be rescheduled?	No	n/a	n/a
3. Is there any unplanned work that needs to be done?	Yes	Change Request to evaluate implementation alternatives. Change Request to maintain parallel applications at GoLive for a limited timeframe. Contract amendments to add additional TPM hours and establish maintenance contract with SI.	Approve and implement Change Requests. Initiate contract amendments.
4. Are there any expected or recommended changes to scope?	Yes	See #3 above.	See #3 above.
5. Are there any tasks not originally estimated that will need to be added?	Yes	See #3 above.	See #3 above.
6. Are there any tasks or milestones that should be removed from the plan?	No	n/a	n/a
7. Are there any scheduled tasks whose start will likely be delayed?	No	n/a	n/a
8. Are any major new issues foreseeable?	Yes	See #3 above.	See #3 above.
9. Are any staffing problems anticipated?	No	n/a	n/a

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Data conversion and migration scripts to be provided to CalParole for system testing on 10/24/09 as scheduled. CalParole database and application code will be provided to CalParole for system testing on 11/6/09. CalParole is currently developing test scripts based on the PLM detailed design documentation, and is working with DBA and PLM to finalize system testing schedules and activities. PLM continues to work with Dynamic Imaging on required Photo Capture Workstation process modifications; with production LEADS on preparations for the parallel production period; and with DAPO on the PLM pilot rollout plan. Significant progress has been made on the user interface, the Endeca search engine, and the OLAT learning management system components of the PLM solution. Work has initiated on configuration of Oracle Access Manager and Active Directory. Previous resource issues have been resolved with addition of controller, full time technical support, full time technical lead support, full time business support training.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Development and Conversion	5/1/09	1/7/10	Delayed	Procurement Delayed	
Testing	10/1/09	3/1/10	Delayed	Procurement Delayed	
Training	11/1/09	4/1/10	Delayed	Procurement Delayed	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			Revised Project Schedule approved in May 2009. New schedule brings Final Acceptance Date below 5%.
Milestones	X			n/a
Deliverables	X			n/a
Resources	X			n/a
OneTime Cost	X			n/a
Continuing Cost	X			n/a

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Development and Conversion	5/1/09	1/7/10	Delayed	Procurement Delayed	
Testing	10/1/09	3/1/10	Delayed	Procurement Delayed	
Training	11/1/09	4/1/10	Delayed	Procurement Delayed.	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			Revised Project Schedule approved in May 2009. New schedule brings Final Acceptance Date below 5%
Milestones	X			n/a
Deliverables	X			n/a
Resources	X			n/a
One Time Cost	X			n/a
Continuing Cost	X			n/a

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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	Outreach to external law enforcement agencies has promoted customer buy-in.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Technology is well proven in many industries, primarily a COTS solution.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	Some project tasks have been delayed. Corrective action has been taken. Overall critical path remains on schedule.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	To date, all costs are within budget.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Risks continue to be monitored weekly by project staff, and mitigated as soon as possible.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	Minor outstanding issues with Design Phase currently being resolved.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	Sponsors attend all ESC meetings and are available to mitigate issues as needed.
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	Project Managers meet regularly with SOMS to ensure alignment with schedule and technologies.
	Partial alignment	1		
	Weak or no alignment	2		

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9. Value-to-Business	Strong	0	0	Green	Proposed solution will be easy to modify in future, which ensures all aspects of application remain current.
	Medium	1			
	Weak	2			
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution. Technical staff has extensive knowledge of proposed solution. Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	Some milestone delays have occurred, but most remain on schedule.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	All scheduled deliverables have been submitted by vendor on time. Delays that have occurred are associated with final State review and approval, which is related to lack of staff resources.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	1	Yellow	Project Controller position has been filled. Technical Lead position has been filled.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	Overtime is not currently authorized.
	15-25%	1			
	>25%	2			

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15. Team Effectiveness	Highly Effective	0	0	Green	Project team (state & vendor staff) have a good working relationship which fosters efficiency and good team work.
	Moderately Effective	1			
	Ineffective	2			
		Total	1	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution.

Technical staff has extensive knowledge of proposed solution.

Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices.